



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u>	<u>Interviewer:</u> Caitlin McGrane	RFA #18-80
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u>		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☒ Female ☐ Administrator ☒ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

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|--|--|---|--|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
	[REDACTED] emails SGS requesting assistance	
10/23/18	CM & SGS meeting with [REDACTED] & Bill Lyne	SGS and CM met with [REDACTED] and Bill Lyne, her union representative, about concerns she has relating to gender and disability. [REDACTED] brought copies of emails she believed showed a gendered policing of her speech, as well as inappropriate communications related to her disability. [REDACTED] expressed concerns relating to how she has been treated prior to and following taking FMLA leave for a surgery. [REDACTED] expressed concern related to the amount of time it took for her to receive a recliner, which she stated she needed due to back pain related to a disability. [REDACTED] said the [REDACTED], [REDACTED], has not addressed the concerns in a satisfactory manner, and has allowed negative consequences are a result of her disability and taking FMLA leave. [REDACTED] also indicated she had engaged with HR to try to resolve a personnel issue, involving a number of the same individuals who she feels is discriminating against her based on her disability. [REDACTED] believes the [REDACTED] office has failed

		<p>to provide leadership to address the various issues.</p> <p>█████ also provided a copy of an April email she had sent to a colleague that discussed other individuals in the division, which the colleague had then shared with those individuals. █████ explained this created a big issues and that she had agreed to mediation with the individual the email referenced and it had not been successful.</p>
10/30/18	█████ email to SGS	<p>█████ sent a follow up meeting to SGS after the meeting. █████ indicated she had additional materials SGS and CM could review. █████ also indicated she would like to meet again.</p>
10/31/18	SGS email to █████ █████	<p>SGS email to █████ thanking her for her email and indicating that after reviewing the materials provided by █████ it appeared her concerns could best be addressed by HR. SGS also indicated EO was happy to review any additional information or documents, and that she always has a right to file a discrimination complaint.</p>
11/12/18	CM meeting with █████ █████ & Bill Lyne	<p>CM met with █████ and Bill. █████ indicated following her FMLA leave, her job has been slowly "hollowed out." █████ also provided detail about how she had requested an accommodation through Julie Moon in HR, and Julie had provided options for her to follow. █████ requested the accommodation through the █████, which was an option presented by Julie, and the █████ had agreed. █████ said it took between January and July to finally receive the recliner, which was the accommodation requested. █████ said following her FMLA leave, the █████ was withholding key resources and allowing people in her division to work with the █████ office.</p>
11/20/18	SGS and CM meeting with █████ █████ & Bill Lyne	<p>SGS and CM meeting with █████ and Bill. SGS explained options available to █████ and asked for her desired outcomes. █████ indicated she would like to be allowed to do her job (unchanged from her FMLA) and have her disability rights protected and acknowledged. She indicated she would like intervention from the █████ regarding individuals who do not believe her disability is real, and to address the "full scare discord" and chaos that arose around the email that she had sent in April. █████ indicated they had meeting with other departments scheduled and she would get back in touch with the EO office to determine what next steps she would like to take.</p> <p>SGS informed █████ that she would be informing █████ that she had contacted the EO office.</p>
11/26/18	SGS, CM and DN met with █████ █████	<p>SGS, CM, and DN met with █████ in the EO office. SGS explained to █████ that while there was currently no formal complaint, █████ had contacted our office with concerns relating to gender and disability. SGS explained █████ had raised concerns relating to the timeliness of her accommodation request, as well as her job being changed following her FMLA leave.</p> <p>█████ indicated that when █████ had first approached him in January to request something for her office, he said he agreed to purchase whatever she needed. █████ indicated that █████ had said she did not know what would be helpful but said she would look into a camp cot, yoga mat, etc. █████ said he had not heard from █████, so he followed up with her and at that time she requested a recliner. █████ indicated the recliner needed to be ordered by the University and that it was a process. █████ said he knew █████ was having back problems, but he did not know it was related to a disability.</p>
11/28/18	█████ email to SGS and	<p>█████ email to CM and SGS indicating she had a meeting with █████ on Monday the 26th and he had explained his perspective on a</p>

	CM	number of matters. [REDACTED] indicated that she would like to meet with SGS and CM to discuss next steps for investigating her concern and indicated she believed it may be most effective to file a complaint. [REDACTED] indicated the steps under discussion with the [REDACTED] "have the potential to further inflame the situation if they are not handled effectively"
11/28/18	CM email to [REDACTED]	CM email to [REDACTED] thanking her for her email and asking her to work with Hailey to schedule a time where she could meet with SGS and CM.
12/9/18	[REDACTED] email to DN	[REDACTED] email to DN requesting a meeting- noting that scheduling could be a challenge given the time of year and proposed a meeting date of December 20, 2018.
12/10/18	DN email to [REDACTED]	DN email to [REDACTED] explaining everyone could meet on the 20 th , if it worked with a union rep- to formulate allegations, but likely allegations would not be signed until the new year given schedules. DN explained when she came in to meet was entirely up to her.
12/11/18	[REDACTED] email to DN and CM	[REDACTED] email to DN indicating she and a union rep could meet on December 20, 2018.
12/20/18	[REDACTED] and Rich Brown met with CM and DN	[REDACTED] and Rich Brown met with CM and DN in the EO Office. [REDACTED] explained in more detail, and CM took notes, working towards crafting allegations. [REDACTED] indicated the only respondent on her allegations was [REDACTED]. Useful documentation was identified during the conversation and [REDACTED] indicated she would work to get the documentation to CM. CM did not provide any sort of timeline, or indicate the documentation had to be completed prior to signing the allegations.
12/27/18	[REDACTED] email to DN and CM	[REDACTED] email to DN and CM with link to google drive where a number of documents relating to her allegation had been compiled by her.
12/27/18	[REDACTED] email to DN and CM	[REDACTED] email to DN and CM asking for preferred google drive accounts, as she did not want to leave the google document unprotected given the sensitive content. [REDACTED] also mentioned she was working with [REDACTED] to find a date in January when everyone can meet to formalize the allegations.
12/28/18	Emails from [REDACTED] and [REDACTED]	Dates of January 9 or 11 th proposed for meeting.
1/2/19	CM email to [REDACTED] and [REDACTED]	Meeting scheduled for January 11 th at 3:30 pm
1/2/19	[REDACTED] email to DN (CM and [REDACTED] CC'd)	
1/7/19	[REDACTED] email to DN (CM and [REDACTED] CC'd)	
1-8-19	DTN called [REDACTED]	Drew called [REDACTED] on 8 January 2019 at 1115 to discuss her emails. DTN thanked [REDACTED] for her emails and discussed how her work efforts described in her emails dated 7 Jan 19 and 2 Jan 19 were the result of a misunderstanding. DTN explained that all EOO needs right now is to finalize the allegations and that EOO does not need all the materials [REDACTED] detailed in her emails in order to finalize and file the allegations. DTN explained that eventually, for the purposes of the final report, EOO will need all the evidence [REDACTED] would like considered, but at this point EOO does not need these documents in order to finalize the allegations. [REDACTED] appeared to understand DTN's explanations and

		appeared to be in agreement with the current course of action to finalize the allegations and then provide all evidence at a future date.
01/11/19		████ filed formal complaint based on this RFA on this date. RFA closed.